

## Sample Response Letter to Accept Internship Offer

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Internship Position] at [Company/Organization Name], as outlined in your letter dated [Offer Date]. I would like to extend my sincere gratitude for this opportunity and appreciate your confidence in my abilities.

I am eager to join your team and contribute to [specific department or project, if applicable]. I am enthusiastic about the learning experiences that await and am committed to making a positive impact during my internship. I confirm my acceptance of the terms stated in the offer letter and am prepared to comply with any onboarding procedures required prior to my start date on [Start Date].

Thank you once again for this opportunity. Please let me know if any additional information or documentation is needed from my end. I look forward to being part of [Company/Organization Name] and contributing to its continued success.

Sincerely,  
[Your Name]